

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Regular Study Session  
Monday, December 18, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, December 18, 2017** at the time of 7:05 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Additional Officials Present:** Rhett Tauber, Esq. Town Attorney; Pete Hojnicky, Police Chief; and Kathy DeGuilio-Fox, Redevelopment Director were present.

*Additionally present:* Ed Dabrowski, Contract Information Technology Consultant; and Susan Murovic, Advisory Board of Zoning Appeals were additionally present.

*Guests present:* Thomas Crowel, Jr., Crowel Insurance Agency, Inc., was also present.

**General Substance of Matters Discussed or Proposed**

1. **Discuss the user charges related to animal licenses and related charges.** The discussion should surround the issues related to what costs of regulation are being recovered in whole or in part for the regulatory activity.).

The Town Clerk-Treasurer, Councilor Wagner, and the Police Chief discussed the current license fees for domestic animals under the ordinance. The discussion included the desire to have these fees modified to cover the costs of a part time animal warden as well as any other reasonable costs associated with the regulatory function.

This discussion further included the desire to perform some calculation as part of due diligence so that the rates meet the requirements in IC 36-1-3-8(5) and not be "arbitrary." The discussion included the estimated cost of \$16,000 for the warden and including the recovery of the energy costs annualized and rendered into an hourly cost in the fee setting basis.

It was determined that the Police Chief and the Clerk-Treasurer would confer and present at a study session in January.

2. **Discuss Dave's Tree Service agreement and the Underkofler remarks plus the concerns about vendor efficacy and requirements.** At its meeting of December 11, 2017, the Town Council elected to delay consideration of a request to extend for an additional year without changes to rates or charges the tree services agreement with Dave's Tree Service, pursuant to IC 5-22-17-4(b).

It was noted that there was some concern regarding the vendor unrelated to vendor performance. It was further noted that Richard Underkofler, grant consultant, had noted that the recently adopted Urban Forest Management Policy, required solicitation of at least three quotes or proposals for these services. The Clerk-Treasurer reported that he had received an electronic missive indicating that Mr. Underkofler volunteered to prepare a request for proposals.

The Town Council President indicated that he would follow-up on the matter.

3. **Discussed likely matters for the Plenary Meeting of December 27, 2017.** The Clerk-Treasurer and the Town Council discussed and reviewed matters believed to be taken up at the next meeting of the Town Council.
4. ***View Outdoor Property Transfer Disposition (8117, 8148, and 8200 Indianapolis Boulevard).*** The Town Attorney noted that the Town Council had approved a property transfer agreement between the Town of Highland and View Outdoor Advertising, LLC on September 11, 2017 via adoption of Works Board 2017-22 . He further noted that there were additional parcels that were contemplated at the time but were for which the legal descriptions were not included in the agreement. He indicated that he would be preparing an amendment to the previous agreement to include the legal descriptions of the additional parcels. It was his goal to ready it to be taken up on the meeting of December 27.
5. ***Compensation.*** The Town Council considered an inquiry posed by Councilor Zemen regarding raises for the workforce. It was noted that the Town Council is the sole authority for fixing compensation, and it could grant raises if it wished. It was further noted that any raises would have to be supported by the budget as adopted if acted upon before the Town received the 1782 Notice for the Budget for FY 2018. The Clerk-Treasurer noted that as adopted, the budget was in balance with no surplus revenue. He further noted that a revised revenue position would be informed by the budget notice to be received sometime in January.
6. The Town Council discussed a concern raised by Councilor Herak regarding the adequacy of the contrast of municipal logos on various departmental vehicles. It was noted that the logos were difficult to see on some vehicles because of the color lacking sufficient contrast on certain vehicles.
7. The Town Council further discussed the progress to get the opticom devices into Superior Ambulances, as it was noted that during a recent incident, Superior was seen to be responding to a call but because a pedestrian triggered the pedestrian traffic signal, there was no override control of the traffic lights for the ambulance.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 18, 2017**, was adjourned at 7:31 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer